

Tax Payment Plan Agreement

Date: [Insert Date]

[Taxpayer's Name]

[Taxpayer's Address]

[City, State, Zip Code]

[Tax Authority's Name]

[Tax Authority's Address]

[City, State, Zip Code]

Dear [Tax Authority's Representative's Name],

I am writing to propose a payment plan regarding my outstanding tax obligations under account number [Insert Account Number].

Due to [brief explanation of financial circumstances], I am unable to pay the full amount owed at this time. I propose to pay the total outstanding balance of [Insert Total Amount] in [Insert Number of Installments] monthly installments of [Insert Amount per Installment], beginning on [Insert Start Date].

I believe this payment plan will allow me to meet my obligations while also maintaining my financial stability. I kindly request your consideration of this agreement.

Thank you for your understanding and assistance regarding this matter. I look forward to your response.

Sincerely,

[Taxpayer's Name]

[Taxpayer's Contact Information]